

Minimum Qualification Specifications
for the Class:

UNIVERSITY SCHEDULER

Experience Requirement:

General Experience: Four years of progressively responsible clerical work experience which involved public contact.

Substitution of Training for General Experience:

(a) Completion of a clerical curriculum at a business or technical school may be substituted for General Experience on a month-for-month basis up to a maximum of 2 years; (b) Successful completion of study at an accredited college or university may be substituted for General Experience on a year-for-year basis up to a maximum of 4 years.

Specialized Experience: Two years of progressively responsible experience in the planning, coordination and preparation of schedules or timetables to allow several activities to be conducted simultaneously. This experience must demonstrate that the applicant possesses the ability to schedule the use of rooms, facilities or equipment to enable the simultaneous scheduling of events or activities and to arrange and select course of alternate action should conflicts arise.

Quality of Experience: Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Tests:

For competitive examinations, applicants must qualify on the appropriate examination for this class. For noncompetitive actions, this examination may be waived.

Physical Requirements:

Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. Good distant vision in one eye and ability to

read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required.

In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to himself or to others will disqualify for appointment. A person with a disability will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate for his disability sufficiently to perform the job. In addition applicants must possess emotional and mental stability.

This is an amendment to the minimum qualification standards for the class UNIVERSITY SCHEDULER which was approved on November 25, 1969.

APPROVED: November 1, 1971 /s/ David Trask, Jr.
for JAMES H. TAKUSHI
Director of Personnel Services